

City of Tupelo
Job Description

JOB TITLE: STAFF ACCOUNTANT I

Exempt: (Y / N) No
Location: City Hall
Department: Finance

Salary Level: Depending on Experience
Shift:
Supervisor: City Clerk

SUMMARY:

Reconciles all city funds and records city transactions in accordance with GASB and state law. Reconciles bank statements, prepares journal entries and performs clerical procedures associated with general accounting functions, assist on special projects as needed. Maintain city records according to the records retention laws. Processes fixed assets changes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following, and other duties may be assigned.

- Records all city cash receipts, transactions, transfers and adjusting journal entries for all funds.
- Processes all accounting information timely and in accordance with GAAP, GASB, TVA and state laws.
- Performs some accounts payable functions when needed
- Prepares invoices for all receivables (long term leases and Rental Rehab loans and other notes receivables).
- Performs reconciliations for general ledger accounts and maintains support for all amounts reported by the City.
- Prepares schedules and compiles information for various outside auditors.
- Coordinates the maintenance of fixed assets ledgers with all City departments in accordance with state requirements, including assets addition, disposal and transfers.
- Assists the City Clerk with election duties and the collection of fees such as privilege license and taxes.
- Assists the City Clerk on special projects.
- Transfers funds as required to process payroll and accounts payable.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and / or Experience:

Bachelor degree in Accounting from an Accredited College or university or with a high school diploma with ten (10) or more years experience in accounting, preferably governmental accounting. Knowledge of IBM System 36 and Microsoft Office (Excel and Word) preferred. Data processing skills required.

Language Skills:

Ability to understand follow and give oral and written instructions Ability to communicate effectively with a variety of people in any given situation

Mathematical Skills:

Ability to perform basic mathematical calculations (i.e. addition, subtraction, multiplication and division) rapidly and accurately

Reasoning Ability:

Ability to apply principles of logical thinking in routine and non-routine functions of accounting as needed in the operation and maintenance of a municipality.

Certificates, Licenses, Registration:

Valid driver's license from the state of residence.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle or feel objects or controls. The employee is occasionally required to sit, stand, reach with hands and arms and drive a vehicle. Specific vision abilities required by this job include close vision, distance

vision, color vision, peripheral vision, depth perception and the ability to adjust focus. May be required to lift ten pounds or more.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an inside office environment and is subject to a stressful environment handling taxpayers, noise, eye fatigue and sitting for a long period of time. However, on numerous occasions the employee will be required to travel to various departments to observe workers performing tasks both inside and outdoors.